

**ELEMENTS OF TECHNICAL FACTORS
DECA08-01-R-0014**

| SUB-FACTOR - PROJECT PLAN | GENERAL DESCRIPTION OF INFORMATION NEEDED | APPLICABLE TO ACCOUNTS PAYABLE (CLIN 0001/1001/2001) | APPLICABLE TO PRICE OFFER REVIEW (CLIN 0002/1002/2002) |
|--|---|---|---|
| INFORMATION TECHNOLOGY | DESCRIBE THE TECHNIQUES, SYSTEMS, PROCESSES, METHODS, AND TOOLS THAT WILL BE UTILIZED FOR THIS REQUIREMENT AND HOW THEY WILL BE IMPLEMENTED DURING THE PERFORMANCE OF THIS CONTRACT. | X | X |
| UTILIZATION OF WORK PROCESSES | EXPLAIN HOW THE UTILIZATION OF RELEVANT WORK PROCESSES AND PROCEDURES AND KNOWLEDGE OF THE NATURE, DIFFICULTIES, UNCERTAINTIES AND RISKS ASSOCIATED WITH PERFORMING THE REQUIRED WORK AND HOW ANY OBSTACLES ARE EXPECTED TO BE OVERCOME. DISCUSS SPECIFIC TASKS THAT WILL BE PART OF THIS TECHNICAL APPROACH AND DETAIL THE EXPECTED RESULTS AND BENEFITS OF THE PROPOSED APPROACH. DESCRIBE HOW THE PROPOSED APPROACH IS SIMILAR/NOT SIMILAR TO COMMERCIAL PRACTICES | X | X |
| SOURCE OF COMPARATIVE PRICING | IDENTIFY THE SOURCES PROPOSED TO BE USED TO COMPARE PRICING AND THE EXTENT TO WHICH THIS WILL BE USED TO IDENTIFY AND ASSESS OVERPAYMENTS | NO | X |
| COLLECTION OF INFORMATION | 1. IDENTIFY WHICH AVAILABLE GOVT INFORMATION SYSTEMS AND OTHER READILY AVAILABLE INFORMATION WILL BE REQUESTED AND THE EXTENT TO WHICH IT WILL BE USED; WHAT IS THE EXPECTED OUTPUT; AND HOW THIS OUTPUT WILL CONTRIBUTE TO THE ASSESSMENT OF WHETHER AN OVERPAYMENT CAN BE IDENTIFIED. | X | X |
| | 2. EXPLAIN HOW THE INFORMATION IDENTIFIED ABOVE WILL BE CONVERTED BY OFFEROR FROM GOVT AVAILABLE SYSTEMS TO CONTRACTOR USEABLE INFORMATION CONSIDERING THAT THIS INFORMATION WILL BE READ-ONLY AND MAY NECESSITATE PAGE BY PAGE COPYING IN LIEU OF ENTIRE DATABASE DOWNLOAD. | X | X |
| | 3. EXPLAIN THE PROCEDURES TO BE USED TO OVERCOME THE FACT THAT SOME INFORMATION MAY NOT BE "READILY AVAILABLE". | X | X |
| IDENTIFY OVERPAYMENTS AND PROVIDE APPROPRIATE SUPPORTING DOCUMENTATION | EXPLAIN PROCESS BY WHICH YOU WILL REVIEW, RESEARCH, AND IDENTIFY POTENTIAL OVERPAYMENTS AND PROVIDE DETAILED SUPPORTING DOCUMENTATION FOR EACH POTENTIAL OVERPAYMENT | X | X |
| SUPPORTING DOCUMENTATION & QUALITY ASSURANCE | SUPPORTING DOCUMENTATION SHALL SUBSTANTIATE THE RESALE AND/OR NON-RESALE POTENTIAL OVERPAYMENT IDENTIFIED. EXPLAIN THE TYPE OF SUPPORTING DOCUMENTATION THAT WILL BE PROVIDED FOR THE VARIOUS TYPE OF OVERPAYMENTS EXPECTED TO BE REVIEWED AND THE EXTENT TO WHICH THIS DOCUMENTATION WILL BE VERIFIED/SCREENED PRIOR TO SUBMISSION TO DECA TO AVOID INCORRECT OR INSUFFICIENT IDENTIFICATION. | X | X |
| PRICE WARRANTY CRITERIA INCORPORATED IN ROA/BOA | EXPLAIN HOW RESEARCH WILL BE PERFORMED TO ASSESS WHETHER DECA RECEIVED PRICES THAT ARE IN COMPLIANCE WITH THE PRICE WARRANTY. | NO | X |
| COMPARISON OF ASSESSED VALUE TO IDENTICAL MIX OF COMMERCIAL ITEMS. | EXPLAIN THE AUDITING PROCEDURES TO BE USED IN COMPUTING THE VALUE OF THE COMMISSARY AND COMMERCIAL PRODUCT MIX. HOW WILL COMMON PRICE COMPONENTS UNIQUE TO THE COMMISSARY PRICE OFFER BE SIMILARLY QUANTIFIED AND USED TO ADJUST THE COMMERCIAL AVERAGE PRICE OFFER. | NO | X |
| ACTION PLAN & EXECUTION SCHEDULE | LIST THE SIGNIFICANT ELEMENTS OF WORK REQUIRED TO PERFORM THIS REQUIREMENT AND IDENTIFY ESTIMATED MILESTONES. RELATE THE ELEMENTS OF WORK TO THE TECHNICAL ASPECTS OF THIS REQUIREMENT. TARGET DATES MAY BE PROVIDED IN TERMS OF NUMBER OF WORKDAYS FROM A SPECIFIC MILESTONE. PROVIDE TOTAL NUMBER OF DAYS PROPOSED TO COMPLETE THIS PROJECT. | X | X |

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| SUB-FACTOR: MANAGEMENT APPROACH SIGNIFICANT ELEMENTS: | GENERAL DESCRIPTION OF INFORMATION NEEDED | APPLICABLE TO ACCOUNTS PAYABLE (CLIN 0001/1001/2001) | APPLICABLE TO PRICE OFFER REVIEW (CLIN 0002/1002/2002) |
|--|--|---|---|
| GOVERNMENT ACCOUNTING | PROVIDE DETAILS ON THE EXTENT TO WHICH GOVERNMENT ACCEPTED GOVERNMENT AUDITING STANDARDS AND COMMERCIAL AUDITING STANDARDS WILL BE MET | X | X |
| UNDERSTANDING OF RETAIL GROCERY MARKETING PRICING STRUCTURES AND DERIVATION OF WHOLESALE/RETAIL AND RESALE PRICING | EXPLAIN YOUR UNDERSTANDING OF HOW PRICES ARE EACH DERIVED FOR DECA AND THE GENERAL INDUSTRY. | NO | X |
| DECA INTERNAL SYSTEMIC PROBLEMS | EXPLAIN YOUR PROCEDURES FOR IDENTIFYING PROCEDURAL AND/OR SYSTEM INCONSISTENCIES, INTERNAL CONTROL BREAKDOWNS, OVERALL AUDIT FINDINGS, AND SYSTEMIC PROBLEMS AT DECA. | X | X |
| CONTRACTOR WORK SPACE | IDENTIFY THE ARRANGEMENTS TO BE MADE AT ALL NECESSARY LOCATIONS AND THE MANAGEMENT APPROACH TO BE USED TO ENSURE INFORMATION CAN BE OBTAINED FROM GOVT FACILITIES TO CONTRACTOR ARRANGED SPACE. | X | X |
| SECURITY CONTROLS | 1. CONTRACTOR IS RESPONSIBLE FOR SAFEKEEPING OF ALL GOVT PROPERTY. EXPLAIN THE PROCESS AND PROCEDURES TO BE USED TO ENSURE THIS. | X | X |
| | 2. CONTRACTOR IS RESPONSIBLE TO PROVIDE NECESSARY INFORMATION IN ORDER TO OBTAIN REQUIRED PERSONNEL SUITABILITY INVESTIGATIONS FOR CONTRACTOR EMPLOYEES PERFORMING SERVICES REQUIRED UNDER THIS CONTRACT AS REQUIRED BY DOD AND COMPONENT GUIDANCE. DESCRIBE THE PROCEDURES AND CONTROLS TO BE USED AND OUTPUT TO BE PROVIDED. | X | X |
| | 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR STRICT ADHERENCE TO GOVERNMENT SECURITY REGULATION AND POLICIES. EXPLAIN THE PROCEDURES AND CONTROLS TO BE USED AND OUTPUT TO BE PROVIDED. | X | X |
| STATUS REPORTS, COMPUTER FILES/DATABASE SUBMISSIONS, AND SUMMARY REPORTS | DESCRIBE THE STATUS REPORTS AND CONTRACTOR COMPUTER FILES/DATABASES THAT WILL BE SUBMITTED TO DECA | X | X |
| COMMUNICATION OF FINDINGS AND DEVELOPMENTS | EXPLAIN THE MANAGEMENT APPROACH TO BE USED TO ENSURE THAT FULL AND OPEN COMMUNICATION OF FINDINGS ARE ACCOMPLISHED WITH THE CONTRACTING OFFICER, AND DECA & DFAS REPRESENTATIVES. EXPLAIN THE MANAGEMENT APPROACH THAT WILL BE USED FOR INTERFACING WITH GOVERNMENT AND INDUSTRY ORGANIZATIONS IN THE DATA-GATHERING PHASE OF THIS REQUIREMENT. DISCUSS HOW YOU PROPOSE TO DEAL WITH SITUATIONS THAT COULD POTENTIALLY INVOLVE CONFLICTS OF INTEREST (I.E. CONTRACTOR/MANUFACTURER/ VENDORS WHO ARE IDENTIFIED FOR AUDIT) AND HOW YOUR COMPANY EXPECTS TO HANDLE THESE SITUATIONS. | X | X |
| PERSONNEL | IDENTIFY THE TYPES OF PERSONNEL AND ESTIMATED NUMBER OF HOURS EACH THAT WILL BE USED THAT WILL HAVE A DIRECT IMPACT IN CONTRACT PERFORMANCE AND/OR CUSTOMER SUPPORT. DESCRIBE THE ROLES AND FUNCTIONS OF THE KEY PERSONNEL AND STAFF AND PROVIDE AN ORGANIZATION CHART TO INDICATE THESE POSITIONS WITHIN YOUR ORGANIZATION. | X | X |
| LIMITATIONS | BOTH SOWs INCORPORATE A PARAGRAPH DEDICATED TO SOME THINGS THAT ARE SPECIFICALLY EXCLUDED FROM THE REQUIREMENT. EXPLAIN HOW THIS WILL IMPACT YOUR MANAGEMENT APPROACH TO PERFORMING UNDER THIS CONTRACT. | X | X |
| FINANCIAL RESOURCES | THE CONTRACTOR IS ONLY ENTITLED TO THE CONTRACTUAL COLLECTION FEE ON THE AMOUNT ACTUALLY COLLECTED. EXPLAIN THE VARIOUS RISKS ASSOCIATED WITH THIS REQUIREMENT AND PAYING ARRANGEMENT AND HOW THE FINANCIAL RISKS CAN BE ACCOMMODATED IN THE FINANCIAL SCHEME OF YOUR COMPANY. ALSO, DISCUSS THE IMPACT YOUR PROCEDURES/SYSTEMS WILL HAVE ON DECA RESOURCES (I.E. FINANCIAL). | X | X |